

# Public Participation Plan

## Clallam County 2004 Growth Management Act Update



*Public Participation Opportunities Related to the Evaluation and Update of Clallam County's Comprehensive Plan and Implementing Development Regulations.*

**Adopted: January 13, 2004**

# Clallam County 2004 GMA Evaluation and Update Project

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## **1.0 INTRODUCTION**

Periodic review and update of the County's comprehensive plan and development regulations is necessary to reflect current laws, local needs, new data, correct errors, and/or clarify intent. In 2004, Clallam County will review and, if needed, update its comprehensive plan and development regulations to ensure they comply with the Washington State Growth Management Act.

Section RCW 36.70A.130 (2) (a) of Washington Statutes requires that local governments establish a public participation program for the evaluation and update of its comprehensive plans and development regulations. In establishing a public participation program, Clallam County must ensure the following:

1. That notice of the update process is broadly and effectively disseminated (RCW 36.70A.035).
2. That the notice identifies the procedures and schedules by which updates will be considered.
3. That the program provides for early and continuous public participation (RCW 36.70A.140).

This *Public Participation Plan* describes the steps that Clallam County will take to involve the community in decisions regarding the 2004 GMA Evaluation and Update Project. The goal is to provide the public with timely information, an understanding of the process, and opportunities to review and comment on update decisions before they are made.

## **2.0 BACKGROUND**

In 1990, the state of Washington passed legislation commonly referred to as the "Growth Management Act (GMA)." The GMA enacted a new framework for local land use planning and regulation. Within this framework, a wide diversity of local visions for the future can be accommodated. However, the GMA established specific goals and requirements that all local comprehensive plans and development regulations are to achieve. The GMA, as amended, is found under Chapter 36.70A of the Revised Code of Washington (RCW).

Clallam County adopted a new Comprehensive Plan in 1995 to comply with the GMA. Since plan adoption, the County has adopted new regulations such as zoning, land division, and environmental protection ordinances, or amended existing rules, to implement its comprehensive plan and comply with the GMA.

The GMA directs that Clallam County take legislative action to review and, if needed, revise its comprehensive plan and development regulations no later than December 1, 2004, and at least every seven years thereafter. This review and update process is

intended to ensure that the plan and regulations continue to comply with the GMA. *Legislative action* means the adoption of a resolution or ordinance following notice and a public hearing indicating at a minimum, a finding that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefore. *RCW 36.70A.130 (1)*.

Periodic updates of the County's comprehensive plan (first plan adopted in 1967) and development regulations are not new. Consistent with the GMA (RCW 36.70A.130 (2)) updates to the County's comprehensive plan can be considered no more frequently than once every year in order that the cumulative impacts of all proposed amendments can be considered concurrently. County zoning amendment standards also limit zoning code updates to once annually. Other County development regulations may be updated on a continuous basis, provided that such updates are consistent with the comprehensive plan.

The 2004 GMA Evaluation and Update Project will represent the first broad and deliberate review of the County's comprehensive plan and development regulations since plan adoption in 1995. This review is required to comply with GMA update requirements under RCW 36.70A.130, and provides an opportunity to review the effectiveness of the comprehensive plan which is in its 8<sup>th</sup> year of implementation.

### **3.0 EXTENT OF GMA EVALUATION**

The GMA does not exempt any portion of a comprehensive plan or development regulation from being subject to review and evaluation. It does state that the review must include, but not be limited to, consideration of critical areas ordinances and analysis of population allocated from the most recent (2002) ten-year population forecast by the Washington State Office of Financial Management (RCW 36.70A.130(1)(a)). A key review area will be to determine whether updates are necessary to address amendments to the GMA. The update process, however, is not intended to reconsider all choices made when the comprehensive plan was adopted in 1995.

Areas of needed revisions to plans and regulations may be identified that do not represent GMA compliance issues that must be addressed prior to the December 1, 2004, deadline. In such cases, these revisions may be incorporated as part of the 2004 update process, or establish work program areas to guide future update efforts.

### **3.1 Comprehensive Plan**

Title 31 of the Clallam County Code (CCC) contains the comprehensive plan. The plan covers a variety of planning areas including: land use (urban, rural and resource lands); housing; environment and open space; agricultural, forest, and mineral resource lands; economic development; transportation; public utilities, facilities and services; and historic and cultural resources.

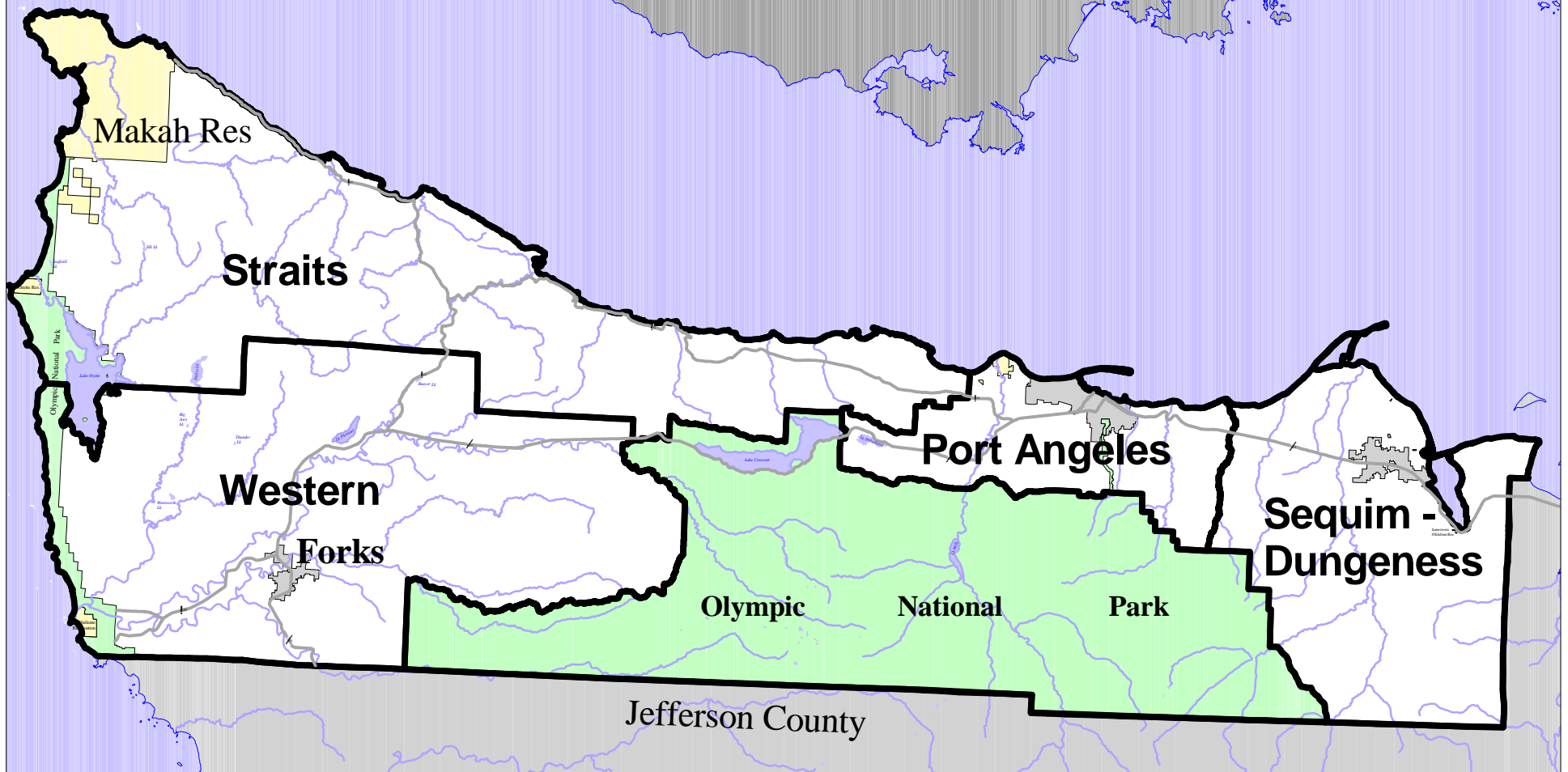
The Comprehensive Plan consists of the following four basic components:

1. **County-wide Comprehensive Plan:** The objective of the County-wide Comprehensive Plan is to identify the goals and policies for those issues that are of a county-wide nature, and provide the framework for adoption of all other plan components.
2. **Regional Comprehensive Plans:** To reflect regional differences, the County is divided into four regional planning areas, as shown on Map 1. Each Regional Comprehensive Plan provides direction to implement county-wide objectives and address local issues. A key feature is the adopted Regional Future Land Use Map, which shows the desired arrangement of urban, rural, and natural resource land uses. Regional goals and policies guide the type and intensity of preferred future land uses, and cover other regional issues such as housing, transportation, economic development, and public facilities and services.
3. **Urban Growth Area Plans:** A fundamental goal of the GMA is that development should be directed into urban growth areas (UGA). Key objectives of UGA's are:
  - Provide cost-effective and adequate community facilities, utilities, transportation systems, and other needed public facilities and services.
  - Reduce sprawling, low density development that impacts rural character, environmental quality, and forest and agriculture industries.
  - Promote quality and affordable living environments close to jobs and shopping.

Clallam County has designated six UGA's, which are centered on the cities of Forks, Port Angeles, and Sequim, and the unincorporated communities of Clallam Bay-Sekiu, Carlsborg, and Joyce. UGA goals and policies are contained within both the county-wide and regional comprehensive plans. The comprehensive plan also adopts the cities of Forks and Sequim UGA plans, as they apply to the unincorporated portions of their respective UGA's.

4. **Capital Facility Plans (CFP):** CFP's serve as an extension of the Comprehensive Plan. A CFP guides County investment in developing new, or maintaining existing, public facilities and services. Current County CFP's include:
  - 1994 Clallam County CFP (general plan)
  - Six-Year Park & Recreation Master Plan
  - Six-Year Fairgrounds Master Plan
  - Six-Year Transportation Improvement Plan
  - Carlsborg UGA Capital Facilities Plan

Map 1:  
Clallam County Regional Planning Areas



## **3.2 Development Regulations**

Clallam County development regulations must comply with the GMA, which includes a requirement that land use controls be consistent with the comprehensive plan. Key regulations subject to review include zoning, land division, and critical area regulations.

The zoning code (Title 33 CCC) is one of the major implementation tools of the comprehensive plan. The adopted future land use maps associated with each of the four regional comprehensive plans also represent the County's Official Zoning Map. In general, the goal of zoning is to secure a reasonable development pattern by keeping similar and related uses together and separating dissimilar, unrelated and incompatible uses, particularly in relationship to transportation, utilities, and other public facilities and services.

Clallam County land division regulations (Title 29 CCC) control how woodlands, farmland, and other lands are divided and developed. They also regulate how new lots will be made ready for future development such as provisions for adequate access, wastewater and water supply. The impact of land division regulations is more permanent than zoning (regulates the type of development that takes place on a parcel) because once land is divided into lots and streets are laid out, development patterns are set.

The GMA directs that local jurisdictions adopt regulations to protect critical areas. Critical areas include wetlands, aquifer recharge areas, fish and wildlife habitat, frequently-flooded areas, and geologic hazardous areas. The Clallam County Critical Areas Code (Chapter 29.12 CCC) contains standards for designation, classification, and protection of such areas.

Other Clallam County land use controls subject to review include:

- Building and Construction Code (Chapter 21.01 CCC)
- Consolidated Development Permit Process (Chapter 26.01 CCC)
- Environmental Policy (Chapter 27.01 CCC)
- Right to Practice Forestry, Mining, and Agriculture (Chapter 27.10 CCC)
- Shoreline Management (Chapter 35.01 CCC)

## **4.0 SCHEDULE**

The schedule for the 2004 GMA Evaluation and Update Project consists of four basic phases:

1. Establish a Public Participation Program
2. Preliminary GMA Compliance Evaluation
3. Final GMA Compliance Evaluation
4. Amendments (if needed)

A project timeline, including key milestones and public meetings, is shown in Figure 1.

#### **4.1 Phase I - Establish a Public Participation Program**

Phase I is represented by this Public Participation Plan. The Public Participation Plan is to be adopted by Resolution of the Board of Clallam County Commissioners, following a public hearing. Adoption is expected to occur in January 2004.

Clallam County will publish a notice on the adopted Public Participation Plan. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on the scope of the public participation program.

#### **4.2 Phase II - Preliminary GMA Compliance Evaluation**

The Clallam County Department of Community Development (DCD) will collect and analyze data on growth trends, forecasts, and accommodations to support the GMA compliance evaluation. DCD will also conduct a preliminary evaluation of the County's comprehensive plan and development regulations for GMA compliance, and evaluate the three submitted citizen applications proposing amendments to the comprehensive plan land use and zoning map.

Specifically, DCD will prepare the following reports during Phase II:

1. GMA Monitoring Report
2. GMA Compliance Evaluation Checklist
3. Staff Reports on 2003 Amendment Applications

DCD will hold four regional community open houses to present Phase II results and gather general public comments on the County's comprehensive plan and development regulations.

#### **4.3 Phase III - Final GMA Compliance Evaluation**

The Clallam County Planning Commission (PC) will work together with the Department of Community Development to review the comprehensive plan and development regulations for GMA compliance. The evaluation process will identify needed update areas to comply with the GMA, and may identify other recommended "areas of update" to address local or regional needs. During this phase, specific amendments may be proposed. In addition, the PC will review the three submitted 2003 citizen applications for proposed amendments to the comprehensive plan land use and zoning map. The results of the evaluation will be compiled in a Draft GMA Compliance Report.

The PC will conduct four regional public hearings to gather and consider public input on the Draft GMA Compliance Report, the three amendment applications, and any other proposed specific amendments. The PC will forward their recommendations and findings to the Board of Clallam County Commissioners (BOCC) for further action.



The BOCC will hold at least one public hearing on the results of the GMA review and analysis. The results will be presented in the form of a GMA Compliance Resolution. The GMA Compliance Resolution will address the following minimum findings:

- Review of comprehensive plan and development regulations in accordance with RCW 36.70A.130.
- Public participation opportunities to comment on the review and suggest needed revisions of the plan and regulations.
- Documentation of assumptions, facts, analysis and conclusions reached regarding which comprehensive plan provisions and development regulations are currently in compliance with the GMA and do not need revision.
- Work program for identified revisions, if needed, to comply with the GMA, or finding that Clallam County has completed its seven-year update requirement under RCW 36.70A.130.

The public hearing(s) will also address any proposed revisions to the comprehensive plan or development regulations, including the three amendment applications.

Clallam County will publish a notice on the adopted GMA Compliance Evaluation Resolution, and any adoption of updates to the County's comprehensive plan or development regulations. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on the scope of the County GMA compliance review and analysis, and adoption of any specific amendments.

#### **4.4 Phase IV - Amendments (if needed)**

Proposed revisions to the comprehensive plan and/or development regulations will be prepared if needed based on the work program established under Phase III. Work on such revisions would likely commence in July 2004. Additional public meetings and hearings will be scheduled before the Planning Commission, as needed, to make recommendations to the BOCC regarding specific updates. Any revisions must be adopted by ordinance of the BOCC, following public notice and at least one public hearing.

Public participation procedures will be consistent with this Public Participation Plan, the Clallam County Charter, Clallam County Consolidated Development Permit Process (Chapter 26.01 CCC), the Open Public Meetings Act (RCW 42.30), the State Environmental Policy Act (RCW 43.21C), and the state Growth Management Act (RCW 36.70A). Clallam County will publish a notice on adoption of any updates to the comprehensive plan or development regulations. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2) on any adopted comprehensive plan and/or development regulation amendments.

## **5.0 PUBLIC INVOLVEMENT**

Opportunities for public involvement will be provided throughout the 2004 GMA Evaluation and Update Project to encourage early and continuous public participation. The following steps will be taken to provide information to the public and to encourage citizen involvement:

### **5.1 Public Meetings**

General and formal opportunities for public comment regarding Clallam County's GMA Evaluation and Update process will be provided at public meetings and hearings. Public meetings and hearings will include, but are not limited, to:

#### **GMA Compliance Review Meetings**

Eight (8) regular-scheduled meetings of the Clallam County Planning Commission are planned from January thru April 2004 to evaluate the comprehensive plan and development regulations for compliance with the GMA. Regular-meetings are normally held on the first and third Wednesday of each month at the Clallam County Courthouse, 223 East Fourth Street, in Room 160, starting at 6:30 p.m. All meetings are open to the public, and a general public comment period will be provided. Formal opportunities for citizen review and comment on the results of the Planning Commission's GMA compliance evaluation will be provided at the regional public hearings (*see below*) planned for April/May 2004.

#### **Regional Community Open Houses**

The Clallam County Department of Community Development will hold four regional community open houses in February or March, 2004, within or near the communities of Clallam Bay-Sekiu, Forks, Port Angeles, and Sequim. The open houses will feature a presentation covering four basic subject areas:

1. GMA requirements for review and update of comprehensive plans and development regulations.
2. Clallam County growth trends, forecasts, and accommodations.
3. Preliminary GMA compliance evaluation results.
4. Public participation program for the 2004 GMA Update Review.

The community open houses will also feature information stations covering various planning areas (e.g., land use, transportation, etc...). These stations will be staffed to answer questions and gather public input.

## **Joint Planning Commission and Elected Official Review Meeting**

A work session will be held jointly between the Clallam County Planning Commission, Board of Clallam County Commissioners, and Director of the Department of Community Development to review preliminary evaluation findings. The joint meeting will be scheduled following the conclusion of the regional community open houses described above.

## **Regional GMA Compliance Review Hearings**

The Planning Commission will conduct four regional public hearings to gather and consider public input on a Draft GMA Compliance Report, the three amendment applications, and any other proposed specific amendments (see Section 4.3). The regional hearings will be scheduled in April/May 2004, and held within or near the communities of Sequim, Port Angeles, Clallam Bay-Seki, and Forks. The Planning Commission will forward their final recommendations and findings to the Board of Clallam County Commissioners for further action. The target date to submit Planning Commission recommendations to the Board is June 16, 2004.

## **Public Hearing on GMA Compliance Resolution and Amendments**

The Board of Clallam County Commissioners will conduct at least one public hearing to gather and consider public input on a GMA Compliance Resolution, the three amendment applications, and any other proposed amendments (see Section 4.3). The hearing(s) are anticipated to be scheduled in July/August 2004. Public notice of the hearing will state explicitly that the hearing will be the final opportunity for public comment on what plan provisions and regulations are needed to be revised for GMA compliance.

## **Additional Public Hearings on Amendments (If Needed)**

Proposed revisions to the comprehensive plan and/or development regulations will be prepared if needed based on the work program established under the GMA Compliance Resolution. Figure 1 shows the anticipated timeline for amendments. Additional information and public participation procedures related to potential amendments are described under Sections 4.3 and 4.4.

## **5.2 Written Comments**

Written comments are welcome throughout the GMA Evaluation and Update process. Opportunities for formal public comment at key points of the planning process will be provided at public hearings before the Clallam County Planning Commission and the Board of Clallam County Commissioners. The project timeline in Figure 1 shows when public hearings are anticipated to be held. Additional information on planned public hearings is found under Sections 4.3, 4.4, and 5.1 of this public participation plan. To ensure consideration, written comments must be received by Clallam County prior to the close of the public hearing.

All written comments submitted by mail or fax should be sent to:

Clallam County Department of Community Development  
223 East Fourth Street, Suite 5  
Port Angeles, WA 98362-3015  
Fax: (360) 417-2443

Written comments may also be submitted to a *Citizen Feedback Form* accessible on the Internet from the 2004 GMA Evaluation and Update Project link on the Clallam County homepage at: [www.clallam.net](http://www.clallam.net).

### **5.3 Public Notices and Information Dissemination**

Clallam County will use a variety of methods to inform the public about upcoming public meetings, availability of relevant planning documents and reports, and important milestones related to the GMA Evaluation and Update Project including, but not limited to:

1. **Internet:** Clallam County will establish a web site for the project where interested community members may go to for status updates, reports, meeting notices and agendas, and other project information. The web site will also include links to the Clallam County comprehensive plan and development regulations. Follow the 2004 GMA Evaluation and Update Project link on the Clallam County homepage at: [www.clallam.net](http://www.clallam.net).
2. **Mailing List:** Clallam County will maintain a list of interested persons and organizations to receive notices of scheduled public meetings. Notice will be provided either by mail or email. Individuals and organizations interested in being on the mailing list should contact the Clallam County Department of Community Development, Long Range Planning Division, at (360) 417- 2277.
3. **News Releases:** Clallam County will issue news releases announcing public meetings, hearings, and comment periods to local media including, but not limited to: Peninsula Daily News, Sequim Gazette, Forks Forum, KONP Radio, and Peninsula News Network.
4. **Hearings-Decisions:** Public notice of all public hearings and any decisions regarding the review and update of the comprehensive plan development regulations will be published under “Legals” in the Peninsula Daily News classified section. Public notification of all hearings will be provided at least 10 days before the date of the hearing. The notice shall include the date, time, location and purpose of the hearing. Clallam County may pay for other public notices in addition to this legal notification.

Public notification on County adoption of this Public Participation Plan, the GMA Compliance Resolution (see Section 4.3), and any specific revisions to the

comprehensive plan or development regulations shall be published in the Peninsula Daily News following adoption (normally within 10 days). The date of publication of such notices shall initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2).

5. **Local Information Repositories:** Copies of the public participation plan, comprehensive plan, development regulations, staff reports, decision documents, and other project information will be made available locally for public review at the North Olympic Library System Branches in Clallam-Bay Sekiu, Forks, Port Angeles and Sequim.

#### 5.4 Additional Public Involvement Methods

In addition to the public participation procedures described above, Clallam County will utilize the following means to increase public involvement and to disseminate information:

1. **Additional Meetings:** In addition to the meeting outlined in Section 5.1, Clallam County may elect to hold additional meetings if it is determined that more meetings are needed to provide project information and/or provide additional opportunities for gathering public comments and public participation.
2. **Focus Sheets:** Clallam County will utilize one or two page focus sheets to facilitate the dissemination of public information. Focus sheets will cover topics, including, but not limited to: comprehensive planning, development regulations, and growth trends.
3. **Access to Staff:** Clallam County will have staff available to answer questions and provide information regarding the GMA Evaluation and Update Project. Staff may also be available to meet with civic groups, as work schedules allow. Contact Steve Gray, Senior Planner, at (360) 417-2520 if you have questions, or would like someone to meet with your group.
4. **Property Tax Billings:** Clallam County may utilize property tax billings as another means to provide meeting notice.
5. **Local News Media.** Clallam County will strive to work with local news media to disseminate information related to the GMA evaluation and update process in addition to notices of public meetings. Examples of potential outreach activities through the local news media may include, but are not limited to: interviews of key staff and elected officials focus articles, and public forums.
6. **Community and Neighborhood Groups.** Clallam County will coordinate 2004 GMA evaluation and update activities with the community councils of Carlsborg and Clallam Bay/Sekiu appointed by the Board of Clallam County Commissioners. Other neighborhood or community groups are also invited to

participate. Interested neighborhood and community groups should contact Steve Gray, Senior Planner, at (360) 417 -2277 for more information.

## **6.0 PROJECT FILES**

An official project file will be available for public inspection during regular business hours (Monday thru Friday 8:30 to 4:30 p.m., except holidays) at the Clallam County Department of Community Development. The address is:

Clallam County Department of Community Development  
223 East Fourth Street, Suite 5  
Port Angeles, WA 98362-3015

## **7.0 RECORD OF MEETINGS**

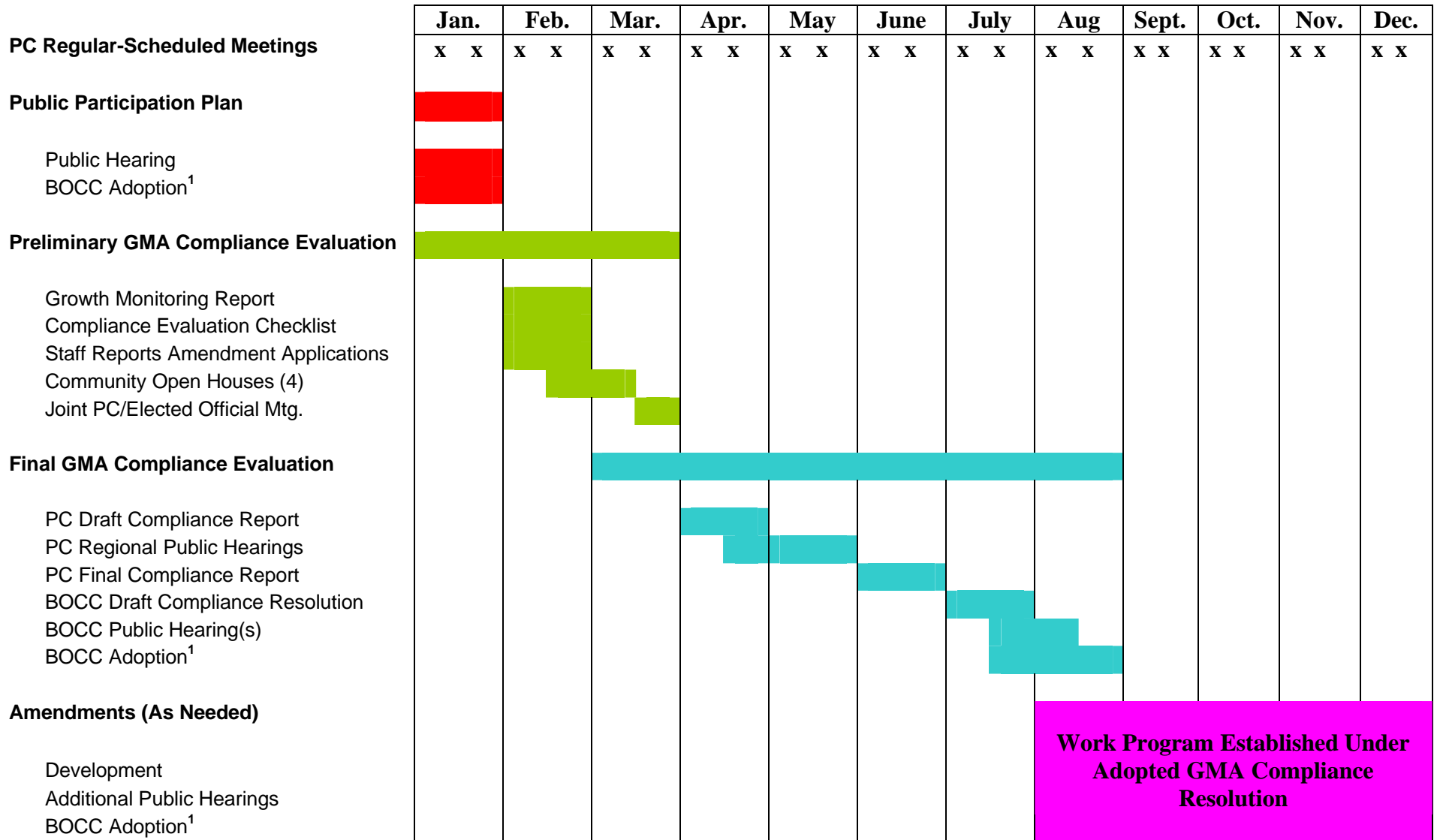
All public meetings (see Section 5.1), except for the Regional Community Open Houses, will be audio recorded. Minutes and/or meeting summaries of all public meetings related to the GMA Evaluation and Update will be prepared and made available upon request. Meeting minutes or summaries will be available on the Internet from the GMA Evaluation and Update Project link on the Clallam County homepage at: [www.clallam.net](http://www.clallam.net).

## **8.0 DISTRIBUTION AND UPDATES**

One copy of the official Public Participation Plan for the Clallam County GMA Evaluation and Update Project is located in the Clallam County Department of Community Development Office at 223 East Fourth Street, Suite 5, Port Angeles, Washington, 98362-3015. The Public Participation Plan will also be made available at local community libraries, and be accessible on the Internet from the GMA Evaluation and Update Project link on the Clallam County homepage at: [www.clallam.net](http://www.clallam.net).

Clallam County views this Public Participation Plan as establishing the basic public involvement processes that will be utilized during the GMA Evaluation and Update Project. Other public participation activities may be put into practice without changing the plan. However, the general work schedule and public participation specified herein will not be reduced without formal amendment to the plan. Such an amendment will only be made after an opportunity for public comment.

**Figure 1 - 2004 GMA Evaluation and Update Project  
Public Participation Plan Timeline**



<sup>1</sup>Following BOCC adoption, a notice will be published in local newspaper. The date the notice is published will initiate a 60-day appeal period pursuant to RCW 36.70A.290 (2).

PC: Clallam County Planning Commission  
BOCC Board of Clallam County Commissioners